



Legal Assistant

City of Miami Gardens, FL. (109,700)

Date Posted: 02/08/13

Deadline: 02/22/13, or until filled.

Salary: \$35,710.06 min. to \$47,952.84 mid. / DOQ

Nature of Work:

Performs specialized legal assistant work requiring knowledge of legal procedures, terminology, pleadings, and forms. The employee performs complex and confidential administrative assignments for two or more City attorneys. Work is of more than average difficulty. The legal nature of work requires that all tasks be performed accurately and in strict conformance with established policies and procedures as well as court requirements. Work is performed under attorney supervision. Employee is expected to exercise initiative and independent judgment in responding to inquiries from municipal employees, department managers, outside attorneys and the general public.

Responsibilities include maintaining two or more attorney calendars, scheduling hearings and meetings, and making travel arrangements for all trips, as required. Maintains files, updates code books, law books and all other reference materials used by attorneys. Transcribes dictation of legal documents such as ordinances, legal opinions, agreements, resolutions, real estate closing documents, and pleadings. Prepares legal forms such as subpoenas for deposition and trial, notices of hearing, deposition and trial, and drafts of proposed legislation. Prepares monthly reports. Performs related work as required.

Minimum Requirements:

High school graduate, preferably supplemented by certificates or college courses; plus a minimum of five (5) years experience, two (2) years of which must have been as a legal assistant; or an equivalent combination of training and experience. Must type 60 wpm and be able to take dictation. Knowledge of Microsoft Word, Power Point, and Excel. Previous municipal experience preferred.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street, Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
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